



Worksheet Submission Process

Setting Up An Account

1. Set up an Avesdo document portal account at <https://realtor.offplan.homes> by clicking on **Register now**.

If you already have an account please jump to the **“submitting a worksheet”** section.

OffPlan

Log in to your OffPlan account

Email

Password

Remember me [Forgot your password?](#)

LOG IN

Don't have an account? [Register now](#)

[Go to Avesdo login page](#)

2. Complete your profile. You will not be able to submit any worksheets until your profile has been completed.

① Please complete your profile

Sqft House Type RESET 27 Available Homes

Logout

For help creating a profile or logging in, email support@avesdo.com

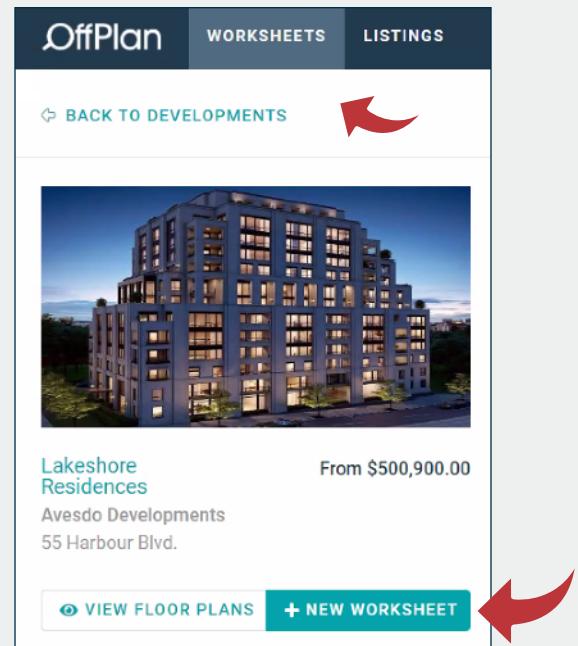
Submitting Your Worksheet

Now that you have logged on **OffPlan**, and completed your profile, you are good to go. Your custom worksheet link will be provided to you shortly. Once you receive this link, login, and follow these **5 Easy Steps to Submit a Worksheet**.

Note: You may submit worksheets on any device, including your mobile phone.

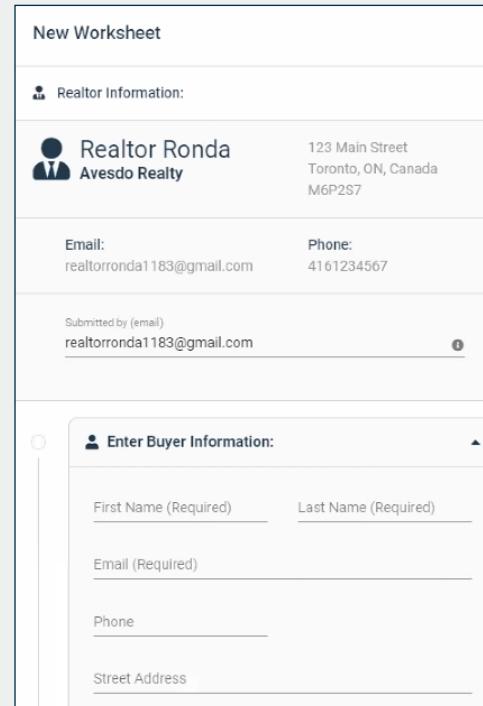
1. Click the “**Worksheets**” tab on the very top left of the screen.

Begin by clicking on the green button “**+New Worksheet**” under the specific project thumbnail.



The screenshot shows the OffPlan website interface. At the top, there is a navigation bar with three tabs: "OffPlan", "WORKSHEETS" (which is highlighted in blue), and "LISTINGS". Below the navigation bar, there is a "BACK TO DEVELOPMENTS" button with a red arrow pointing to it. The main content area features a thumbnail image of a modern multi-story building at night, identified as "Lakeshore Residences" by Avesdo Developments. The price "From \$500,900.00" is also visible. At the bottom of the content area, there are two buttons: "VIEW FLOOR PLANS" and a green button labeled "+ NEW WORKSHEET" with a red arrow pointing to it.

2. Enter in **all** of your buyer's information.



The screenshot shows a "New Worksheet" submission form. The first section, "Realtor Information", includes a profile picture of "Realtor Ronda" from "Avesdo Realty" with the address "123 Main Street, Toronto, ON, Canada M6P2S7". The second section, "Buyer Information", contains fields for "First Name (Required)", "Last Name (Required)", "Email (Required)", "Phone", and "Street Address". A red arrow points to the "Enter Buyer Information" section.

3. Submit all 3 floorplan choices.

Begin by clicking on the green **+** icon.

Floor Plan Choices:

CHOICES REMAINING: 3/3

First Choice:

		Floor Plan		
		Floor	Unit	Exposure
N/A		N/A	N/A	N/A

Maximum Budget: N/A

Second Choice:

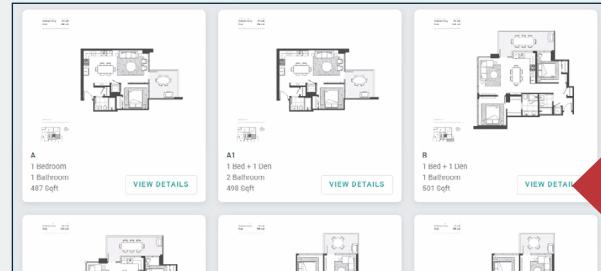
		Floor Plan		
		Floor	Unit	Exposure
N/A		N/A	N/A	N/A

Maximum Budget: N/A

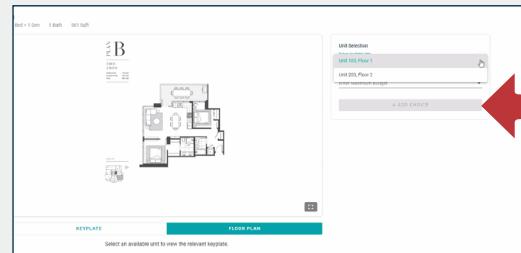
Third Choice:

		Floor Plan		
		Floor	Unit	Exposure
N/A		N/A	N/A	N/A

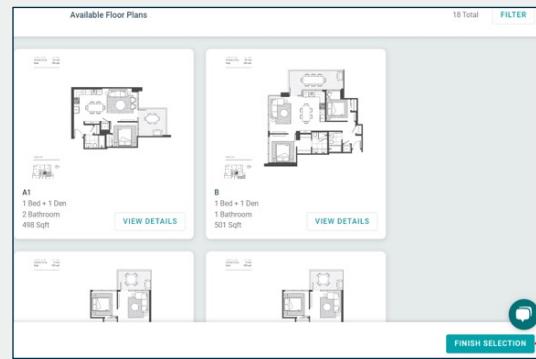
a) Click on “**View Details**” on your desired floor plan to select your first choice.



b) Under **Unit Selection** on the left, select **Available Unit** and enter **Maximum Budget** and then click “**+Add Choice**”.

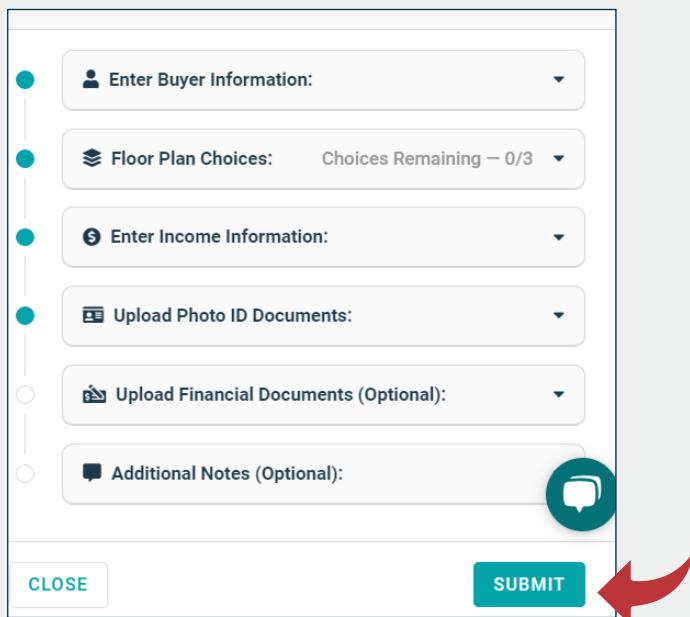


c) Select your second and third choices, and once complete, click on “**Finish Selection**” on the bottom right of the screen.



4. Complete the remaining sections including:

- The **Income Information** (for income, you can disregard and enter any number, except 0)
- The **Photo ID Documents** (please upload the front of the driver's license and a secondary piece of identification such as work permit)
- **Financial Documents** (cheque and/or bank draft)
- Any **Additional Notes** (here you can specify if your buyer would like to purchase any parking and/or storage).



The screenshot shows a vertical list of input fields for a worksheet submission. Each field has a teal circular icon to its left and a dropdown arrow to its right. The fields are:

- Enter Buyer Information
- Floor Plan Choices: Choices Remaining – 0/3
- Enter Income Information
- Upload Photo ID Documents
- Upload Financial Documents (Optional)
- Additional Notes (Optional)

At the bottom are two buttons: a grey 'CLOSE' button on the left and a teal 'SUBMIT' button on the right. A red arrow points to the 'SUBMIT' button.

If each section is completed correctly the “Submit” button on the very bottom right turns green. If it is still grey, go back into each section to ensure you have not missed any required inputs.

For technical support related to using **OffPlan** or how to complete a worksheet, please reach out to support@avesdo.com

For support related to inventory or project related questions, please reach out to sales@joyacondos.com.